

**2015-2016 MontCAS Test Security Agreement
Test Administrators—Multi-State Alternate Assessment (MSAA)**

I acknowledge that I will have access to the Multi-State Alternate Assessment for the purpose of administering the test. I understand that these materials are highly secure and it is my professional responsibility to protect their security as follows:

1. I understand that in order to administer the MSAA, I must complete the MSAA Online Test Administration Training Course with a minimum score of 80%.
2. I will administer the test items according to the Directions for Test Administration and the Test Administration Manual and understand that:
 - a. providing assistance beyond what is described in the approved accommodations may result in the invalidation of the student's results;
 - b. if a student needs an accommodation that is not listed in the TAM (non-standard accommodation), but that is described in the student's IEP, I will provide the accommodation for the MSAA Test;
 - c. documentation of any changes to the administration of test items or non-standard accommodations must be entered in the online Student Administration Record (SAR) after testing.
3. I will maintain the security of all test forms and materials available through the secure MSAA System. I understand that secure handling ensures the integrity, validity, and confidentiality of test items, prompts, and student results. I will not allow any unauthorized persons to access or view the MSAA content.
4. I will maintain the security of any printed test materials including, but not limited to, the Directions for Test Administration, test-specific printouts, rubrics, and test forms printed out for students unable to engage online. I understand that I must
 - a. maintain such materials in a secure, locked location,
 - b. protect secure materials from view by other students, teachers, parents, school staff members, or individuals who may enter or work in the school building,
 - c. ensure secure transport of testing material from building to building,
 - d. not duplicate, reproduce, or share items,
 - e. give any printed test forms or other printed material to the System Test Coordinator who will arrange for it to be securely shredded.
5. I will prepare and maintain a secure testing environment to include the following:
 - a. administer the MSAA in a one-on-one setting, in an environment familiar to the student;
 - b. administer the test only through the password-protected environment;
 - c. restrict student access to resources that are explicitly identified in the Directions for Test Administration;
 - d. limit viewing of the test items to only the student taking the MSAA and the certified, licensed, and trained TA administering the MSAA;
 - e. remove electronic devices and photography technology that could jeopardize test content in the test-taking environment;
 - f. ensure a quiet test-taking condition, void of talking or other distractions.
6. I understand that I am directly responsible for immediately reporting any violation or suspected violation of test security or confidentiality.

- a. I will immediately (the same day) report any test irregularity to my System Test Coordinator.
- b. I understand that if I have a concern about ramifications from local reporting of a test irregularity, I may complete and submit a paper form directly to the State Assessment Director. A pdf copy is available online for this purpose:

<http://opi.mt.gov/pdf/Assessment/GetReady/14SpringConfTestIrregRpt.pdf>

It can be faxed or mailed to:

Judy Snow, OPI State Assessment Director

P.O. Box 202501, Helena, MT 2501 or FAX: 406-444-0743

If you have questions, please contact Judy Snow, 406-444-3656 or jsnow@mt.gov

NOTE: This form must be returned to your System Test Coordinator before you will be able to access the MSAA System.

By signing below I affirm that I have completely read, understand, and shall abide by this agreement.

Signature	Date
Print Name	
Position	
School/School Site	
School System	

